

Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name				
Index #	RDA #	RDA Title	(* see Legend on last page)		

<b>144-FINANCIAL INSTITUTIONS</b>					
/2500/	LICENSED FINANCIAL SERVICES				
1	00002000.	EXAMINATION WORKPAPERS	Amended	EVT+90 DAYS	DEST

<b>145-COMMISSIONER OF INSURANCE</b>					
/300/	FINANCIAL ANALYSIS AND EXAMINATIONS				
2	00148000.	TAX FILINGS FOR SURPLUS LINES, RISK RETENTION GROUPS (RRGS) & DIRECTLY PLACED POLICIES	New	EVT+10	DEST
3	00149000.	MONITORING FILES FOR NON-DOMESTIC INSURERS	New	EVT+10	DEST

<b>155-PUBLIC SERVICE COMMISSION</b>					
/155R/	PSC-RAILROADS, OFF. OF THE COMMISSIONER				
4	00002000.	ANNUAL REPORTS OF RAILROAD COMPANIES	Amended	EVT+7	SHSW
5	00004000.	RAILROAD FORMAL CASE FILES	Amended	EVT+7	SHSW
6	00005000.	RAILROAD INFORMAL CASE FILES	Amended	EVT+2	DEST
7	00006000.	RAILROAD OATHS - POLICE	Amended	EVT+2	DEST
8	00012000.	OFFICE ORDERS DECISIONS - RAILROAD	Amended	EVT+3	SHSW
9	00016000.	WATER CARRIER AUTHORITIES	Amended	EVT+5	DEST
10	00017000.	WATER CARRIER FORMAL CASE FILES	Amended	EVT+2	SHSW
11	00019000.	LANDMARK HEARING CASES	Amended	EVT+25	SHSW
12	00022000.	RAILROAD CROSSING FILE	Amended	EVT+5	DEST

<b>165-SAFETY &amp; PROFESSIONAL SERVICES</b>					
/400/	INDUSTRY SERVICES (DIS)				
13	00122000.	BUILDING PLANS/ARCHITECTS SPECIFICATIONS AND RELATED CORRESPONDENCE	Amended	EVT+3	DEST

<b>192-WI ECONOMIC DEV CORP</b>					
/1100/	LEGAL SERVICES & COMPLIANCE				
14	00264000.	LEGAL COUNSEL FILES	Amended	EVT+3	SHSW

<b>255-PUBLIC INSTRUCTION</b>					
/400/	FINANCE AND MANAGEMENT				
15	00271000.	CHARTER SCHOOL CONTRACT RECORDS	New	EVT+5	SHSW
16	00272000.	GAINING EARLY AWARENESS AND READINESS FOR UNDERGRADUATE PROGRAMS (GEAR UP) RECORDS	New	EVT+4	DEST

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<b>285A-UW MADISON</b>			
/525050/	WSLH - WISCONSIN OCCUPATIONAL HEALTH - OSHA CONSULTATION		
<b>17</b>	01637000.	OSHA CONSULTATION VISIT	Amended EVT+5 DEST
/538500/	SMPH - POPULATION HEALTH SCIENCES		
<b>18</b>	01947000.	SURVEY OF THE HEALTH OF WISCONSIN (SHOW) RECORDS	New CR+50 DEST

<b>285W-UW SYSTEM ADMINISTRATION</b>			
<b>19</b>	UWADM018.	UNIVERSITY MEETING RECORDS	Amended EVT+3 UW-TRANS
<b>20</b>	UWADM024.	ACCREDITATION FILES	Amended EVT+11 UW-TRANS
<b>21</b>	UWADM025.	FEDERAL LOBBYING REPORTS	Amended EVT+6 DEST
<b>22</b>	UWADM027.	OUTSIDE ACTIVITY REPORTS	Amended EVT+8 DEST
<b>23</b>	UWADM028.	STATEMENTS OF ECONOMIC INTEREST	Amended EVT+3 DEST

<b>370-NATURAL RESOURCES</b>			
/027/	REMEDICATION & REDEVELOPMENT		
<b>24</b>	00515000.	REMEDICATION & REDEVELOPMENT TECHNICAL CASE FILE	Amended PERM PERM
<b>25</b>	01123000.	PETROLEUM ENVIRONMENTAL CLEANUP FUND AWARD (PECFA) CLAIM FILES	Amended EVT+7 DEST
<b>26</b>	01219000.	R&R FINANCIAL DOCUMENTATION RELATED TO COST RECOVERY	New EVT+7 DEST
<b>27</b>	01220000.	BANKRUPTCY AND WISCONSIN PLANT RECOVERY INITIATIVE (WPRI)	New EVT+7 DEST

<b>395-TRANSPORTATION</b>			
<b>28</b>	00063000.	STATE PLANNING & RESEARCH (SPR) ANNUAL WORK PROGRAM - PART A FILES	Amended EVT+5 DEST
<b>29</b>	00075000.	ECONOMIC ANALYSIS FILE	Amended EVT+3 SHSW
<b>30</b>	00496000.	ROADWAY CLASSIFICATION SUBMITTALS	Amended EVT+10 DEST
<b>31</b>	00496A00.	ROADWAY CLASSIFICATION SUBMITTALS - REGION COORDINATION FILES	Amended EVT+10 DEST
<b>32</b>	00497000.	HIGHWAY SYSTEM CHANGES - JURISDICTIONAL TRANSFER FILES	Amended PERM PERM
<b>33</b>	00498000.	JURISDICTIONAL REVIEWS - NO ROADWAY TRANSFER	Amended EVT+10 DEST
<b>34</b>	00499000.	STATEWIDE TRANSPORTATION PLANNING AND METROPOLITAN & NON-METROPOLITAN COORDINATION FILES	Amended EVT+10 SHSW
<b>35</b>	00506000.	REGIONAL TRANSPORTATION PLANS & STUDIES	Amended EVT+1 DEST
<b>36</b>	00518000.	RPC, MPO AND LOCAL GOVERNMENT COORDINATION FILES	Amended EVT+10 DEST
<b>37</b>	00521000.	LAND USE, ACCESS MANAGEMENT & ZONING COORDINATION FILES	Amended EVT+1 DEST
<b>38</b>	00523000.	SCENIC BYWAYS DESIGNATION CASE FILES	Amended EVT+5 SHSW
<b>39</b>	00658000.	STATEWIDE TRANSPORTATION SYSTEM LONG-RANGE PLANS	Amended EVT+10 SHSW

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<b>40</b>	00659000.	RUSTIC ROAD DESIGNATION FILES	Amended	EVT+5	SHSW
<b>41</b>	00660000.	TRANSPORTATION ECONOMIC ASSISTANCE (TEA) PROGRAM FILES	Amended	EVT+7	DEST
<b>42</b>	00663000.	STATE INFRASTRUCTURE BANK (SIB) PROGRAM FILES	Amended	EVT+10	DEST
<b>437-CHILDREN &amp; FAMILIES</b>					
<b>43</b>	00373000.	REGULATION REPORTS	Amended	EVT+7	SHSW
<b>455-JUSTICE</b>					
<i>/302/</i>	<i>OFFICE OF SCHOOL SAFETY</i>				
<b>44</b>	00068000.	SCHOOL SAFETY PLANS	New	EVT+5	DEST
<b>465-MILITARY AFFAIRS</b>					
<b>45</b>	00038000.	CONGRESSIONAL INQUIRIES	Renewal	EVT+5	DEST
<b>505H-CLAIMS BOARD</b>					
<b>46</b>	00001000.	CLAIMS BOARD FILES	Amended	EVT+6	DEST
<b>47</b>	00001A00.	CLAIMS BOARD PRECEDENT CASES	Amended	EVT+20	SHSW
<b>566-REVENUE</b>					
<i>/4000/</i>	<i>RESEARCH &amp; POLICY</i>				
<b>48</b>	00013000.	WISCONSIN INDIVIDUAL INCOME TAX RECIPROCITY	Amended	PERM	PERM
<b>49</b>	00257000.	FISCALANALYSES	Amended	CR+6	DEST
<i>/5000/</i>	<i>LEGAL SERVICES</i>				
<b>50</b>	00258000.	COURT CASES - NON-TAX APPEAL FILES	Amended	EVT+10	DEST
<b>51</b>	00333000.	COLLECTION COURT ACTION FILES	Amended	EVT+10	DEST
<b>680-SUPREME COURT</b>					
<i>/004/</i>	<i>BOARD OF BAR EXAMINERS</i>				
<b>52</b>	00024000.	BOARD MEETING MATERIALS AND ADMINISTRATIVE OFFICE INFORMATION	Amended	EVT+75	SHSW
<b>GENERAL RECORDS SCHEDULE</b>					
<b>53</b>	ADMIN200	BUSINESS RECORDS - APPOINTED STAFF OR EQUIVALENT POSITIONS	Renewal	EVT+3	SHSW
<b>54</b>	ADMIN201	BUSINESS RECORDS - NON-APPOINTED STAFF OR EQUIVALENT POSITIONS	Renewal	CR+1	DEST
<b>55</b>	ADMIN202	TRANSITION BRIEFINGS - APPOINTED STAFF OR EQUIVALENT POSITIONS	Renewal	EVT+2	DEST
<b>56</b>	ADMIN203	TRANSITION BRIEFINGS - NON-APPOINTED STAFF OR EQUIVALENT POSITIONS	Renewal	EVT+1	DEST

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57	ADMIN250	ORGANIZATIONAL PLANNING DOCUMENTATION	Renewal	EVT+6	SHSW
58	ADMIN251	ORGANIZATIONAL DOCUMENTATION - BUREAUS, DIVISIONS, DEPARTMENTS	Renewal	EVT+2	SHSW
59	ADMIN252	ORGANIZATIONAL DOCUMENTATION - SECTIONS AND WORK UNITS	Renewal	EVT+2	DEST
60	ADMIN300	ADMINISTRATIVE RULES	Renewal	EVT+10	SHSW
61	ADMIN301	BOARDS, COUNCILS, OR COMMISSIONS	Renewal	EVT+5	SHSW
62	ADMIN302	DEPARTMENT LOBBYIST AND LOBBYING ACTIVITIES	Renewal	EVT+3	DEST
63	ADMIN303	LEGAL NOTICES	Renewal	CR+1	DEST
64	ADMIN304	MEMORANDUMS OF UNDERSTANDING (MOU) & SERVICE LEVEL AGREEMENTS (SLA)	Renewal	EVT+4	DEST
65	ADMIN305	PUBLIC RECORDS REQUESTS AND RESPONSES	Renewal	EVT+3	DEST
66	ADMIN306	REQUIRED REPORT DOCUMENTATION	Renewal	EVT+4	DEST
67	ADMIN350	INTERNAL COMMUNICATION	Renewal	EVT+3	DEST
68	ADMIN351	EXTERNAL COMMUNICATION	Renewal	EVT+3	SHSW
69	ADMIN352	TRANSITORY RECORDS	Renewal	EVT+0	DEST
70	ADMIN353	EXTERNAL COMPLAINTS	Renewal	EVT+2	DEST
71	ADMIN354	ACTIVITY AND PRODUCTION REPORTS	Renewal	CR+1	DEST
72	ADMIN355	STATUS REPORTS	Renewal	EVT+3	SHSW
73	ADMIN356	STAFF BIOGRAPHIES	Renewal	EVT+3	SHSW
74	ADMIN400	POLICIES AND PROCEDURES	Renewal	EVT+7	DEST
75	ADMIN401	POLICIES AND PROCEDURES - HISTORICALLY SIGNIFICANT	Renewal	EVT+7	SHSW
76	ADMIN402	PROJECT RECORDS	Renewal	EVT+5	DEST
77	ADMIN403	PROJECT RECORDS - HISTORICALLY SIGNIFICANT	Renewal	EVT+5	SHSW
78	ADMIN404	PROJECT RECORDS - NOT COMPLETED	Renewal	EVT+3	DEST
79	ADMIN405	PROGRAM AREA SUBJECT RECORDS	Renewal	EVT+5	SHSW
80	ADMIN406	GRANTS	Renewal	EVT+4	DEST
81	ADMIN450	CHARITY CAMPAIGNS	Renewal	EVT+2	DEST
82	ADMIN451	EVENTS - PLANNING AND PREPARATION	Renewal	EVT+3	DEST
83	ADMIN452	EVENTS - PUBLICITY AND PROCEEDINGS	Renewal	EVT+3	SHSW
84	ADMIN453	TRAINING COURSE MATERIALS	Renewal	EVT+3	DEST
85	ADMIN500	FORMS CATALOG / LISTING	Renewal	EVT+0	DEST
86	ADMIN501	FORMS CHANGE REQUEST FILES	Renewal	EVT+6 MOS	DEST
87	ADMIN502	FORMS HISTORY FILES	Renewal	EVT+5	DEST
88	ADMIN503	FORMS REQUEST ORDERS	Renewal	EVT+1	DEST
89	ADMIN504	LIBRARY CATALOG / LISTING	Renewal	EVT+0	DEST
90	ADMIN505	LIBRARY CIRCULATION OR LOAN REPORTS	Renewal	EVT+0	DEST
91	ADMIN506	MAILING ADDRESS LISTS	Renewal	EVT+0	DEST

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<b>92</b>	ADMIN507	MAIL AND MESSENGER SERVICE DISTRIBUTION AND ROUTING PLANS, SCHEDULES, AND LISTS	Renewal	EVT+0	DEST
<b>93</b>	ADMIN508	MAIL ADDRESS UPDATES	Renewal	EVT+0	DEST
<b>94</b>	ADMIN509	MAIL PICKUP AND DELIVERY RECORDS	Renewal	CR+1	DEST
<b>95</b>	ADMIN510	RECORDS INVENTORY	Renewal	EVT+10	DEST
<b>96</b>	ADMIN511	RECORDS INVENTORY DISPOSITION FILES	Renewal	CR+25	DEST
<b>97</b>	ADMIN512	RECORDS STORAGE / TRANSFER FILES	Renewal	CR+3	DEST
<b>98</b>	ADMIN513	RECORDS RETENTION DISPOSITION AUTHORIZATIONS (RDA) INDEX	Renewal	EVT+10	DEST
<b>99</b>	ADMIN514	RECORDS RETENTION DISPOSITION AUTHORIZATIONS (RDA) - GOVERNMENT UNIT OFFICIAL RECORD	Renewal	EVT+20	DEST
<b>100</b>	ADMIN515	RECORDS RETENTION DISPOSITION AUTHORIZATIONS (RDA) - PRB OFFICIAL RECORD	Renewal	EVT+100	DEST
<b>101</b>	ADMIN516	RECORDS MANAGEMENT PROGRAM	Renewal	EVT+10	DEST

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Wisconsin Stat. § 16.61(3)(e) allows, but does not require, the Board to establish a minimum retention period for any record of a local unit of government. To do so, the document submitted by the local government for Board review must be sufficiently clear for the Board to understand the nature of the document and the requested retention period. However, any Board approval is limited to the retention period and does not cover any other aspect of the documents submitted, such as any accompanying local ordinance.

<b>MUNICIPALITIES</b>				
<b>MILWAUKEE, CITY OF</b>				
<i>/131/</i>	<i>COMMON COUNCIL / CITY CLERK</i>			
	11-E058	AUDIO RECORDINGS - ALL COMMITTEES	Amended	CR+6 MOS
	14-E009	VIDEO RECORDINGS - COUNCIL AND STANDING COMMITTEES	Amended	CR+3 MOS
	21-0041	VIDEO RECORDINGS - MINOR COMMITTEES, BOARDS, AND TASK FORCES	New	CR+6 MOS
<i>/351/</i>	<i>MILWAUKEE POLICE DEPT.</i>			
	21-0040	USE OF FORCE REPORT - LITIGATED	New	EVT+7
	21-0051	INTERNAL INVESTIGATIONS - LITIGATED	New	EVT+8
	88-0074	INTERNAL INVESTIGATIONS - NON-LITIGATED	Amended	EVT+8
	93-0041	USE OF FORCE REPORT - NOT LITIGATED	Amended	EVT+7

**Request and Disposition Legend**

New: Submission has not been reviewed before  
 Amendment: Submission has changes from previous version  
 Renewal: Submission has no changes from previous version  
 Extension: Sunset date extension request

DEST: Destroy or Destroy Confidential  
 SHSW: Transfer to Wisconsin Historical Society  
 UW-TRANS: Transfer to UW Archives  
 TRANS OTHER: Transfer as noted on submission  
 PERM: Retain Permanently